

# Braille & Talking Book Library



1894 - 1981

87th Annual Report



## BRaille AND TALKING BOOK LIBRARY

Open daily from 9 a.m. to 5 p.m.

Closed weekends and Public Holidays

31-51 Commercial Road, South Yarra, 3141

Telephone (03) 267 6022

Patron: His Excellency the Governor of Victoria,

The Hon. Sir Henry Winneke, KCMG, OBE, QC

Committee as at 30th June, 1981

Office Bearers

President Mr F. H. Bathurst

Vice-President Mr A. B. Lewis

Vice-President Mrs M. Hewitt

Hon. Treasurer Dr D. J. Wluka

Members

Mr D. Blyth

Dr J. Foster

Mr A. E. Gaze

Dr S. Haskell

Miss E. E. Haynes

Mr D. Hume

Solicitors

Messrs. Ballards

Auditors

Messrs. C. W. Stirling and Co.

Chief Librarian

Mrs. J. Smark, ALAA

## NOTICE OF MEETING

NOTICE is hereby given that the Eighty-seventh Annual General Meeting of the Braille and Talking Book Library will be held at the City Hall, Greville Street, Prahran, on Wednesday, 25th November, 1981, at 5.30 p.m.

### BUSINESS

1 To confirm the minutes of the previous Annual General Meeting

2 To receive and adopt the Balance Sheet as at 30th June, 1981, the Statement of Income and Expenditure for the year then ended, and the Reports of the Committee and Auditors

3 Election of Committee:

(i) To elect office-bearers: Mr F. H. Bathurst (President), Mr A. B. Lewis (Vice-President), Mrs M. Hewitt (Vice-President) and Dr D. J. Wluka (Hon. Treasurer) retire in accordance with the Articles of Association. Mr F. H. Bathurst, Mr A. B. Lewis, Mrs M. Hewitt and Dr D. J. Wluka, being eligible, offer themselves for re-election as President, Vice-Presidents and Honorary Treasurer, respectively.

(ii) To elect members of the Committee: Mr John Cockayne, Ms Barbara Johnson, Mr A. E. Gaze, and Miss E. E. Haynes retire and, being eligible, and in accordance with the Articles of Association, submit themselves for re-election. In addition there are four (4) vacancies under the Articles of Association. Nominations for these vacancies must be in writing and should reach the Executive Officer not less than seven days before the meeting.

4 To elect Auditors: Messrs. C. W. Stirling and Co. retire and, being eligible, offer themselves for re-election.

5 To transact any special business of which at least seven days' written notice has been given to the Executive Officer.

South Yarra

11th November, 1981

By order of the Committee

Jan Smark

Secretary

## AS IT WAS

This nostalgic photo, taken in the 1920's, contrasts sharply with today's bustling scenes, and shows the spaciousness of the Braille Library before the advent of audio books.

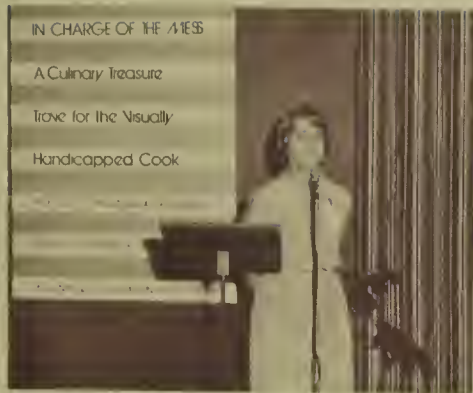




### **BON APPETIT**

The production of a cookbook 'In charge of the mess' in both braille and audio formats, a joint venture by Gas and Fuel Corporation of Victoria, the Royal New South Wales Institute for Deaf and Blind Children, and the Braille and Talking Book Library, developed from reader response at the library. Here Mrs. Joy Kerr, reading the braille version, cooks using the book, which is the first book available for purchase from the library. Photo courtesy of The Age.





Mrs. Maxene Hewitt, Vice-President of the Braille and Talking Book Library, speaks at the launching of 'In charge of the mess' at the Gas and Fuel Corporation headquarters. Mrs. Hewitt, herself a keen cook, commented on the great need for such a book.



Mr. David Blyth, a committee member of the Braille and Talking Book Library, with Ms. Jo Griffiths of the Gas and Fuel Corporation of Victoria, who wrote the cookbook and narrated the audio version of 'In charge of the mess'.

## FUND RAISING

Notable amongst many wonderful efforts by service clubs throughout the year the Oakleigh Lions Club donated cassette duplicating equipment which will enable the cassette magazine department to keep up with increasing demand

Shown here are members of the Oakleigh Lions Club, left to right, Mr Arnold Bridges (past president), Mr John Cockayne and Mr Basil Pateras (incoming president)



Mr Maurice Kaminsky and Mr Noel de la Hunty organized a cocktail party at their restaurant, 'Onions', situated opposite the Braille and Talking Book Library, in March of this year. Shown here with two of their staff, Maurice and Noel raised over \$1,000 for the library



Maria Dupontis, of the cassette magazine department, loading cassettes onto the new duplicating equipment





#### END OF YEAR PARTY — OLD AND NEW

Father Christmas visits the library in the 1930's. Second from the right is Miss Alice McClelland, still a part-time member of staff

#### And from 1980 ...

Retiring committee member, Mr. Edward J. Webb, receiving Life Governor's Certificate from the President, Mr. Hector Bathurst. Also in the photo are committee member Miss E. E. Haynes and Mrs Webb. Mr. Webb served on the committee for 18 years, during which time he was Vice-President for 5 years.

The Hon. Treasurer, Dr. D. J. Wluka, seen at the End of Year Party with the Chief Librarian, Jan Smark.



## **BRAILLE PRODUCTION — THEN AND NOW**

Voluntary workers at the library binding braille books before 1920

The same frame still in use 1981 during filming for a television documentary on the library. Miss Merle Griffen has been associated with the library since 1962 and after nineteen years of voluntary service retires this year.







Bookbinding in the 1920's in Braille Hall contrasted with braille book production in 1981



Seen here is Mrs. Karen Wigan, a transcriber for the library, being interviewed by crew member of BTV6 (Ballarat).

# Braille and Talking Book Library expresses appreciation:

## Income from Bequests and Trusts

Bell Charitable Fund	\$2,000	Rotoract Club of Nunawading	750
Estate A. L. Blannin	390	Geelong and District Community Chest Association	675
The Jack Brockhoff Foundation	2,000	Mr. Anthony B. Lewis	654
Collier Charitable Trust	2,250	Commercial Bank of Australia Staff Club	600
Estate Mabel M. Easton	140	Mr. R. H. Hunt	500
Estate Fred E. Fletcher	10,000	St. Andrew's Opportunity Shop	500
Estate C. L. Forrest	300	Miss Doris B. Surtees	400
Estate M. A. Francis	248	City of Nunawading Community Chest	355
Estate W. E. Gardiner	10,404	Citizens of Diamond Valley	300
A. C. Goode Foundation	500	Miss M. Lawrence	300
Estate B. J. Gurner	3,000	Mesdames Cathie and Stevens	250
Estate E. L. F. Kenny	565	Mr. P. T. Gude	250
Nancy Laidlaw Charitable Trust	22,000	Hawthorn Community Chest	250
Estate Anthony Mackie	700	Rotary Club of Mitcham	250
Estate M. N. C. Meighan	3,000	Rotary Club of Nunawading	250
Estate Mary Mitchell	383	Stanley Hardware	250
Estate Marion E. J. Patterson	1,019	Mr. F. McNaughton	240
Pethard Tarax Charitable Trust	200	Mrs. F. A. Leahy	200
Estate Kitty E. Sleight	10,932	Mr. and Mrs. G. E. and D. McGuinness	200
Williams, Turner, Sumner and Edments Trusts	850	St. Andrew's Thursday Club	200
E. Wilson Trust	200	National Mutual Permanent Building Society	160
Estate Sir William Zeal	100	Miss M. Kinane	150
	<u>\$71,181</u>	Miss Tina Beebe	150

## Major Donations

Auxiliaries - Benalla	\$3,000	St. Mark's Opportunity Shop	150
Deniliquin	450	Mrs. K. Wigan	150
Lions Club of Oakleigh	6,796	Mesdames H. McNicol and J. Franz	130
Lions Club of Brighton	6,132	Mr. R. A. Leschen	120
Rotary Club of Moorabbin Community Service	1,631	Amity Service Account	118
Lions Club of Dandenong	1,100	City of Dandenong	110
Onions Restaurant	1,100	City of Williamstown	100
J. B. Were & Son	1,000	Mr. W. A. Buchanan	100
Mr. R. Lock	1,000	Miss Myrtle Carter	100
Mobil Oil Australia Ltd	870	Mrs. R. Crompton	100
C. Lloyd Junor & Associates	800		

Miss Joyce Cunningham	100
L. S. and E. W. Groom	100
J. and E. Forbes	100
Mrs. M. V. Hann	100
Mr. G. Jack	100
Kraft Foods Pty. Ltd.	100
Mr. P. Magnus	100
Cathryn McKenzie	100
Mr. W. J. Ormandy	100
Mr. Charles A. Resuggan	100
Mr. William Stainsby	100
Yazaki Australia Pty. Ltd.	100



The Mayor of Prahran, Cr. Chris Gahan, with the Chief Librarian, Jan Smark, and Helen Hall of the Braille Department, at the 'inauguration' of the pedestrian crossing (fitted with audible signals) outside the library

# President's Report

1981, designated the United Nations International Year of Disabled Persons, has stimulated an awareness of the needs and rights of disabled people and served as a focus to help promote the ideals of equality and full participation

The Braille and Talking Book Library has been deeply involved in the International Year as an agency offering a service to print-handicapped readers, and there have been several observable trends initiated in this year which — hopefully — will serve as precedents for years to come

One of the most pronounced trends has been that of agencies whose clients the library has traditionally served being requested to pay for the production of material in audio and braille formats. To date, successful negotiations have been concluded with Australia Post (for the Postcode in braille), the Victorian Football League and the Australian Cricket Board (for fixtures in braille and audio) and the Forestry Commission (for production of a leaflet in braille).

Another notable breakthrough this year has been the announcement in the Federal Budget of a subsidy of 33⅓% on the production of braille and audio books — exactly that which applied to publishers of printed books in Australia.

The production of a cookbook, 'In charge of the mess', in braille and audio formats has been remarkably successful. This joint venture by the Gas and Fuel Corporation of Victoria, the Royal New South Wales Institute for Deaf and Blind Children and the Braille and Talking Book Library enabled print-handicapped people to purchase a cookbook written specifically with their needs in mind at a cost comparable to a printed book

At the library itself, the implementation of State Government funding has been very evident. The number of qualified librarians employed has doubled, a selection policy and a code of ethics

(see below) have been adopted, and interlibrary loans are now a standard part of the library's procedures.

The announcement of funding equivalent to 3% of total state public library funding was made in the State Budget and the sum of \$378,000 will enable the library to continue to expand and increase its services

The trend of expansion in the services noted in my last report has been sustained. Over 139,000 items (up from 113,000 the previous year) were loaned. Braille magazine titles increased to 22, Audio magazine titles increased to 31, and accounted for 20,000 issues during the year 1980/81

Audio magazines in Greek and Italian are stocked, and negotiations in producing or acquiring bookstock in Dutch and Yiddish are well underway. The appointment of the Chief Librarian, Jan Smark, to the Executive Commission of the Cultural Affairs Committee of the World Council for the Welfare of the Blind occurred early this year. Jan represents Oceania and North America on this Committee, the scope of which includes art, music and library services for blind people.

Our auxiliaries continue to flourish and work hard on our behalf — particularly at Benalla and Deniliquin. Special mention in the fundraising field must be made too, of the Oakleigh Lions and Moorabbin and Prahara Rotary Clubs, all of which have donated equipment to the library this year

Two long-serving members of staff have retired this year — Miss Elsa Wiltshire, who was in charge of office for 14 years, and Mrs. Charlotte Riley, in charge of the Braille Department for more than 10 years. I would like to wish them both a long and happy retirement.

There have been two retirements from the Committee this year — Mrs. Norma Brumley and Dr. John Foster. New committee appointments include Ms. Barbara Johnson and Mr. John Cockayne, whom I welcome most warmly. The Committee would like to express its appreciation of the excellent work by the Chief Librarian, Jan Smark, and the library staff throughout the year.

On behalf of the Committee  
F. H. BATHURST  
President  
SOUTH YARRA  
30th September, 1981

## The Code of Ethics Related to Fund-Raising and Advertising

Fund-raising and advertising procedures should consider the following:

1. THAT the Braille and Talking Book Library is a public authority responsible for library services for the print-handicapped readers
2. THAT fund-raising and advertising should be based on delivery of service and not on the handicapped, disabled or impaired nature of its readers, the handicap is in the lack of service
3. THAT at no time should any material issued by the Braille and Talking Book Library contain material which actually or by inference is patronising, demeaning or disrespectful to its readers
4. THAT if at any time the Braille and Talking Book Library in conjunction with other agencies carries out activities which are related to both public education and fund-raising, it must make sure that there is no compromising of the ethics listed above

# Annual Report of Directors

## THE OFFICE BEARERS AND COMMITTEE

To be presented at the 87th Annual General Meeting of the members to be held at the Prahran City Hall, Greville Street, Prahran on Wednesday, 25th November, 1981 at 5.30 p.m.

Your directors, being the office bearers and committee, submit herewith the Financial Statements of the Braille and Talking Book Library for the year ended 30th June, 1981 and, in accordance with Section 162A of the Companies Act, 1961, report as follows:

(a) The names of the directors, being office bearers and committee, in office as at the date of this report are.

F. Hector Bathurst  
PRESIDENT

Anthony B. Lewis  
VICE-PRESIDENT

Maxene Hewitt  
VICE-PRESIDENT

David J. Wluka  
HON. TREASURER

David Blyth  
John Cockayne  
Alfred E. Gaze  
Simon Haskell  
Edna E. Haynes  
David Hume  
Barbara Johnson.

(b) The principal activity of the Library in the course of the financial year has been expanded to include the production of braille and audio books in addition to the maintenance of a free library service for the blind and print-handicapped members of the community.

(c) The net results of the Library for the year were as follows:

	1981	1980
Surplus/(Deficit) for the year	\$ 14,398	\$ (33,681)
Accumulated Funds brought forward	<u>420,518</u>	<u>434,835</u>
Legacies Received and Receivable	434,916	401,154
Proceeds of sale of piano	—	14,364
	—	5,000
Accumulated Funds carried forward	<u>\$434,916</u>	<u>\$420,518</u>



(d) Transfers to and from reserves occurred during the financial year as detailed in paragraph (c) above.

(e) The Library has not issued any shares or debentures during the financial year.

(f) The Articles of Association specifically prohibit the payment of any dividends.

(g) Before the Income and Expenditure Statement and Balance Sheet were made out the directors took reasonable steps to ascertain that there were no bad debts for the financial year and no debtors outstanding at the 30th June, 1981

(h) At the date of this report the directors are not aware of any circumstances which require any amount to be written off in respect of bad debts.

(i) Before the Income and Expenditure Statement and Balance Sheet were made out, the directors took reasonable steps to ascertain whether any current assets (other than those mentioned in paragraph (g)) were unlikely to realize in the ordinary course of business their values as shown in the accounting records of the Library. The directors are of the opinion that in the ordinary course of business such assets are likely to realize their values as shown.

(j) At the date of this report the directors are not aware of any circumstances which would render the values attributed to current assets in the accounts misleading.

(k) At the date of this report there does not exist any charge on the assets of the Library or any contingent liability

(l) No contingent or other liability has become enforceable within the period of twelve months after the end of the financial year which, in the opinion of the directors, will or may affect the ability of the Library to meet its obligations as and when they fall due.

(m) At the date of this report the directors are not aware of any circumstances not otherwise dealt with in the report or the accounts which would render any amount stated in the accounts misleading

(n) The results of the Library's operations during the financial year were not, in the opinion of the directors, substantially affected by any item, transaction or event of a material and unusual nature.

(o) In the interval between the end of the financial year and the date of this report, no item, transaction or event of a material and unusual nature has arisen which is likely, in the opinion of the directors, to affect substantially the results of the Library's operations for the next succeeding financial year save that the Victorian State Government has made a further grant of \$378,000 for the purposes of the Library

The report is made by authority of a resolution of the directors being the office bearers and committee and signed on behalf of the committee by

F. H. BATHURST  
President

DAVID J. WLUKA  
Honorary Treasurer

Dated at Prahran this TWENTY-FIRST day of  
OCTOBER, 1981

**BRaille AND TALKING  
BOOK LIBRARY**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 30TH JUNE, 1981**

**Statement of Accounting Policies**

The following summary of significant accounting policies and definitions is provided to assist in the understanding of the figures presented in the Library's financial statements. The accounting policies generally have been prepared on the historical cost accounting method and follow the accounting standards issued by the Australian accounting bodies.

**Depreciation**

Depreciation is based on the diminishing value method of calculation. It is provided on all fixed assets excluding freehold land and buildings so as to write off the cost of the assets over their estimated economic lives. Depreciation has not been charged against freehold land and buildings as, in the opinion of the Committee, the market value of the property is in excess of its book value.

**Beneficial Interest in Trust Estates**

In accordance with the reservations contained in the report of the Auditors for the financial year ended 30th June 1980, the Committee has accepted and acted upon the recommendation that the beneficial interest in trust estates, to which there were no additions or adjustments for the year ended 30th June 1981, should be brought into the Income and Expenditure Account.

**Library Books**

The Library Books shown as fixed assets in the Balance Sheet of the Library for the year ended 30th June, 1980 at their 1928 valuation have in the opinion of the Committee reached the end of their economic life and have accordingly been written off the Library's accounts at the 30th June, 1981.

**Taxation**

The Braille and Talking Book Library is a public charitable organization and as such is exempt from Federal Income Tax in accordance with the provisions of Section 23(e) of the Income Tax Assessment Act, 1936-1981.

**BRaille AND TALKING BOOK LIBRARY**

**BALANCE SHEET AS AT 30TH JUNE, 1981**

1980	ACCUMULATED FUNDS	1981
\$		\$
434,835	<b>Accumulated Funds</b> at 1st July 1980	<b>420,518</b>
(33,681)	Plus Surplus/ (Deficit) for year	<b>14,398</b>
401,154		<b>434,916</b>
14,364	Legacies Received and Receivable	—
5,000	Proceeds of Sale of Piano	—
420,518	<b>Accumulated Funds</b> at 30th June, 1981	<b>434,916</b>
2,000	A. Harold Gaze Memorial Fund	<b>2,000</b>
<u>\$ 422,518</u>	<b>TOTAL FUNDS</b>	<u><b>\$ 436,916</b></u>

**Auditors' Remuneration**

As required by the Companies Act, 1961, the auditors received no benefits other than the fee of \$850. The directors of the Library receive no emoluments for their services.

represented by —

1980	ASSETS		1981
\$			\$
29,941			60,974
<u>489</u>			<u>1,332</u>
30,430			<u>62,306</u>
76,534			56,534
	\$ 15,283	\$ 24,320	
124,888	<u>109,605</u>	<u>109,605</u>	133,925
15,174			—
<u>216,596</u>			<u>190,459</u>
247,026			<u>252,765</u>
	\$ 18,000	\$ 18,000	
55,346	<u>37,346</u>	<u>46,380</u>	64,380
	56,689	114,488	
29,983	<u>26,706</u>	<u>30,087</u>	84,401
	160,572	\$156,821	
111,455	<u>49,117</u>	<u>70,658</u>	86,163
3,400			—
<u>200,184</u>			<u>234,944</u>
447,210			<u>487,709</u>
10,829			36,375
<u>13,863</u>			<u>14,418</u>
24,692			<u>50,793</u>
<u>\$422,518</u>			<u>\$ 436,916</u>

STATEMENT OF INCOME AND EXPENDITURE  
Year Ended 30th June 1981

1980		1981
\$	<b>Income</b>	\$
50 872	Donations and Legacies	114,984
19	Subscriptions	14
10 832	Interest Earned	10,059
7 853	Dividends Received	9,142
1 997	Other Sundry Income	8,590
<u>97 600</u>	Government Grants	<u>206,161</u>
169,173	<b>TOTAL INCOME</b>	<b>348,950</b>
	<b>Less Expenditure</b>	
948	Advertising	\$ 1,026
3 056	Accounting/Audit/Consultancy Fees	10,433
605	Bank Fees and Charges	1,029
—	Beneficial Interest in Trust Estates written off	15,173
2 705	Braille Book of the Year	2,211
1 627	Braille Books and Binding	9,759
3 735	Cassettes, Talking Books and Large Print Books	26,032
96	Conference Fees	620
21,712	Depreciation	24,923
3,468	Gardening and Cleaning	858
8,169	General Expenses	4,677
1 614	Insurance	3,424
—	Library Books written off	3,400
—	Machine Maintenance	4,401
2,218	Postage and Telephone	5,456
6,201	Printing and Stationery	11,100
2,007	Power and Light	4,728
252	Rates	353
1,747	Repairs and Maintenance	5,868
—	Subscriptions	1,336
1,196	Superannuation	350
5,704	Travel and Entertainment	10,312
135,414	Salaries	181,417
380	Annual and Long Service Leave	<u>5,666</u>
<u>202,854</u>	<b>TOTAL EXPENDITURE</b>	<b>334,552</b>
<u>\$ (33,681)</u>	<b>(Deficit)/Surplus for year</b>	<b><u>\$ 14,398</u></b>



**STATEMENT BY DIRECTORS**  
*BEING*  
*THE OFFICE BEARERS AND COMMITTEE*

We, Frederick Hector Bathurst and David Jankiel Wluka, being two of the directors of BRAILLE AND TALKING BOOK LIBRARY do hereby state in accordance with a resolution of the committee that in the opinion of the directors the accompanying Income and Expenditure Account is drawn up so as to give a true and fair view of the results of the activities of the Library for the year ended 30TH JUNE, 1981 and that the accompanying Balance Sheet is drawn up so as to give a true and fair view of the state of affairs of the Library as at 30TH JUNE, 1981.

Dated at Prahran this TWENTY-FIRST day of OCTOBER, 1981

F. H. BATHURST  
President  
DAVID J. WLUKA  
Honorary Treasurer

**PRINCIPAL ACCOUNTING  
OFFICER'S STATEMENT**

I, David Jankiel Wluka, being the principal accounting officer of the BRAILLE AND TALKING BOOK LIBRARY in charge of the preparation of the accompanying accounts of the Library for the year ended 30TH JUNE, 1981 state that to the best of my knowledge and belief such accounts give a true and fair view of the matters required by the Companies Act, 1961 to be dealt with therein.

Dated at Prahran this TWENTY-FIRST day of OCTOBER, 1981

DAVID J. WLUKA  
Honorary Treasurer

**AUDITORS' REPORT**  
*TO THE MEMBERS OF THE BRAILLE  
AND TALKING BOOK LIBRARY*

Depreciation has not been provided on buildings and additions to buildings. The Australian accounting bodies consider the accounts should provide for depreciation on buildings. If depreciation had been provided on buildings the profit as shown in the Income and Expenditure Account would be marginally decreased. With this reservation, in our opinion

1. The accompanying accounts being the Balance Sheet and Income and Expenditure Account of the BRAILLE AND TALKING BOOK LIBRARY which have been prepared under the historical cost convention are properly drawn up in accordance with the provisions of the Companies Act, 1961 as amended, and so as to give a true and fair view of

(a) the state of affairs of the Company as at 30TH JUNE, 1981 and of its results for the year ended on that date, and

(b) the other matters required by Section 162 of the Act to be dealt with in the accounts

2. The accounting records and other records and registers required by the Act to be kept by the Company are properly kept in accordance with the provisions of the Act.

C. W. STIRLING AND CO  
By its Partner, K. B. Mcrae

Dated FIFTH day of NOVEMBER, 1981

## A LAND HALF WON

Photos taken at the annual Braille Book of the Year Award, which this year was won by Professor Geoffrey Blainey's 'A land half won'

1 Left to right, Professor Blainey, Mr Hector Bathurst, Mr A E Gaze and Mrs Joyce Gaze, at the official table with the award in the foreground

2 Narrators seen at the dinner, left to right, Mrs Ruth Martin, Mr James Wright (narrator of the winning book) Ms Elizabeth Bond (compere), Miss Beverley Dunn and Mr John Bayliss

3 The retiring State Librarian, Mr Ken Horn, who presented the award is seen with Miss Beverley Dunn, Professor Blainey and Mrs Janet Horn, after the presentation

2



1



3

Miss Elsa Wiltshire, whose cheery face brightened the general office for 14 years, photographed at her desk shortly before her retirement.



